



U.S. General Services Administration

Federal Acquisition Service

Handbook for Fair Opportunity (FO) Notifications and Designated Agency Representatives (DAR)

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1 INTRODUCTION

1.1 Purpose

The General Services Administration (GSA) Federal Acquisition Service's (FAS) Network Services contracts are multiple-award indefinite delivery indefinite quantity vehicles; their ordering and the procedures established are subject to the regulatory requirements of the Federal Acquisition Regulation (FAR).

Pursuant to FAR Subpart 16.5, and with limited exceptions, all orders over \$3,000 must have a Fair Opportunity (FO) assessment documented by an Agency Contracting Officer (CO). Since Agencies may place thousands of orders for network services that exceed \$3,000, they must have a mechanism that will enable them to manage and administer the workload associated with this large volume of telecommunications orders. In order to ensure that the ordering process is timely, efficient, follows procurement regulations, and allows the Agencies to meet mission requirements, additional trained individuals may be identified who can assist the Agency Contracting Officers and telecommunications managers in responsibly meeting their day-to-day requirements.

1.2 Background

This document provides supplemental guidance in the establishment of titles, roles, and responsibilities of telecommunications services-ordering officials. Questions regarding ordering requirements, which refer to specific Network Services contracts, should be directed to the GSA CO for that contract.

1.3 What is Networx?

The Networx program provides comprehensive, best-value telecommunications and networking services and technical solutions to all federal Agencies. Networx allows Agencies to focus their resources on building seamless, secure operating environments while ensuring access to the best technology industry has to offer.

Networx offers a variety of services that can be expanded throughout the life of the contract. Agencies compete their requirements among trusted industry partners to get the best possible value, service continuity and full service offerings.

1.4 Scope

This document specifically addresses what and how an Agency may perform a FO assessment and decision. This document is not intended to be the only prescribed way of conducting a FO assessment and decision, but to address issues and concerns in general ways. Questions and specific issues which arise from endeavors can be directed to the GSA's contracting officials for assistance and guidance. The approach and recommendations described within this document are to assist all Agencies, large and small.

For the majority of government Agencies, a CO is responsible for the oversight and final authority signature on the FO process. Furthermore, a notification letter from the contracting officer to GSA is required for each FO decision the Agency makes.

Additionally, these guidelines apply to individuals, who have been appointed as Designated Agency Representatives (DARs) and who have been authorized, in accordance with Agency regulations and policies, to place orders for telecommunications services under a Network Services contract. The Network Services contracts specify that the contractor may only accept orders from authorized personnel. In addition, these guidelines apply to the Agency's appointing authority and the Agency's DAR Administrator (DARA).

Agencies may establish stringent guidelines, standards, or procedures to meet specific Agency regulatory, policy, or procedural requirements. Agencies may also refine the provisions of this document for specific activities within their purview, as long as the provisions are in conformance with this document, the contract requirements, and any other applicable policies and laws.

2 FAIR OPPORTUNITY

Fair Opportunity is the selection of Network Service provider(s) based on the analysis of requirements and Agency-specific selection criteria across the Network contracts. There are two processes to choose from while performing Fair Opportunity assessment and decision.

1. Standard Process - Used when Agencies use the established fixed-price Contract Line Item Numbers (CLINs) in the Network contracts
2. Statement of Work (SOW) Process - Used when Agencies have unique requirements for which there are not established CLINs in the Network contracts

The FO assessment process consists of two detailed phases. The first phase describes the planning and preparation. The second phase describes execution and includes the Agency evaluation and selection process(s). This FO assessment process applies to both the Universal and Enterprise acquisitions. There are, however, some legal restrictions for applying the process in this dual-acquisition environment (see Section 2.1.3, *Select Acquisition*).

2.1 Planning and Preparation Phase

2.1.1 Develop Transition Strategy

The first step in the Planning and Preparation Phase is to develop a strategy for implementing services on the Network contracts. Development of a strategy will identify how an Agency's services will be grouped for the FO assessment and decision. This strategy may take the form of a site-based implementation, a network-based implementation, a service-based implementation or a combination of the three.

The strategy is based on several factors such as the organizational structure and size, agency mission, technical architecture, time and resources available for service implementation. The Agency team that develops the strategy should be small but comprised of those individuals with telecommunications expertise who understand the Agency's mission and supporting infrastructure as well as future operational milestones and events.

The result of the strategy effort should be a FO Notification (FON), which is a grouping of services that were the subject of a FO evaluation and selection. This grouping may range from all required Agency services for all sites, to a group consisting of only one service for one location. The Networx contracts provide the Agencies with the flexibility to define a wide variety of groupings that meet their mission needs.

Furthermore, the FON could consist of any of three types of requirements upon which the FO decision was made. The first type could simply be a list of priced Contract Line Item Numbers (CLINs) for which price is the only deciding factor. The second option is a Statement of Requirements (SOR). These are requirements that are already priced on the contracts, do not require a modification, and for which the Agency will be considering other factors in addition to price. The third type is a Statement of Work (SOW), which must go through the SOW process including proposals and modification to the Networx contract. This document discusses the SOW process in detail under Section 2.2.5, *Execute SOW Process*.

2.1.2 Assign Selection Committee for Fair Opportunity

The selection committee or team can be comprised of one or more individuals depending on the size of the organization. The size of the committee should (a) be manageable, (b) contain or have access to subject matter experts (SMEs), and (c) include any other interested parties who can constructively contribute to the process so as to prevent the team from becoming overwhelmed with detailed discussions and delays due to differing opinions.

It is critically important to identify subject matter experts (SMEs) that can be consulted for clarification or explanations. SMEs will likely be heavily involved in the technical evaluation of specific services and associated Agency-specific Operational Support Systems (OSS). The Agency must determine which CO will make the final decision and include the CO in the process going forward.

Agencies must make sure that, regardless of how they determine to implement services, all mission areas, program managers, and appropriate information technology (IT)-related review personnel are aware of Agency decisions, agree and support the recommendation. This is the time to ensure all parties involved with this endeavor come together and move toward a common goal.

2.1.3 Select Acquisition

Once the Agency has assembled its FO assessment guidelines, the Agency must decide for each guideline whether the Universal acquisition or the Enterprise acquisition is most appropriate to meet the Agency's needs for the services in the package.

Universal is suitable for Agencies looking for a single, full-service provider or a broad geographical coverage, allowing them to provide service continuity from the current contracts. Enterprise is appropriate for Agencies seeking alternative sources with nationwide secure IP coverage or wireless services.

Agencies may need to conduct market research to make the acquisition selection and may base the decision on the Agency's transition strategy requirements. Agencies should note the FAR 10.001 states, "2) Conduct market research appropriate to the circumstances... (ii) before soliciting offers for acquisitions with an estimated value in excess of the simplified acquisition threshold," which is \$150,000. For large projects, market research may take the form of a request for information (RFI) or draft SOW, which the Agency should provide to GSA to release to the contractors. Once the Agency has selected an acquisition, it must conduct the FO process within the contracts awarded under that acquisition only, not across both the Universal and Enterprise acquisitions.

2.1.4 Develop Evaluation Criteria

Each Agency needs to determine its FO evaluation factors. These could include price, experience, technical capability, and geographic coverage, continuity of operations or diversity. In addition, the Agency may want to designate a weighting for each rating factor. The highest rating factor may be price, technical capability, or experience. However, Agencies could have others, depending on their requirements. For example, pricing may be an Agency's highest rating factor and service performance the lowest.

When price is an evaluation factor, the total value over the life of the contract must be considered. Therefore, an Agency must evaluate the cost of the service from inception through the life of the contract. This is to ensure that the evaluation be fair, objective, and supportable. Agencies can use various evaluation rating schemes such as adjectival, color coding or numerical. Regardless, documentation of the evaluation criteria and the resulting ratings is essential.

2.1.5 Develop Evaluation Process

At this point, each Agency will have determined how it wants to implement the criteria and what the Agency's primary considerations are in evaluating contractors. Agencies must then plan how they will actually carry out the processes in detail. How many evaluation teams there will be will likely vary according to the size of each Agency and the implementation requirements. Documentation at this stage is critical.

How the Agency will collect the data for the evaluation factors is significant. Agencies will develop a FO process and select the contractor best suited to provide the required services under Networkx using the Fair Opportunity decision process (or exceptions to Fair Opportunity [Contract Section G.4.3]). The Agency will document the basis for the decision. Formal evaluation plans and scoring of quotes or offers are not required. However, the amount of acquisition planning and evaluation should be commensurate with the estimated value and importance of the order. (See Section 2.2.2, *Gather Evaluation Data*.)

The Agency's FO decision is based on either:

1. Total price or cost alone (which may include price-related factors), or
2. Using a combination of technical, past performance or a combination of management approach and price or cost. (For example, technical issues may weigh more heavily for a decision to order a new data network interconnecting multiple locations than a decision to install a single link between two locations where technical issues may be less complex). Consideration of total price or cost to the Government must be included.

2.2 Execution Phase

The intent of this document is to not provide Agencies with any direction as it relates to their procurement processes, but provide guidance for making Networkx FO decisions. The goal is to provide Agencies with useful information that can be a guide during the FO decision process, specifically with GSA's Networkx contracts.

2.2.1 Initiate FO Assessment

Once an Agency has selected the appropriate Networkx acquisition vehicle (Universal or Enterprise) for each FO, the Agency conducts the FO assessment for all the contractors that offer the services in the assessment based upon the evaluation criteria. If the services in the assessment exist with priced CLINs on the contracts, the Agency may obtain the prices for those services directly from the contract pricing tables; the Agency may also solicit price proposals from the contractors through the SOR or SOW process described below.

If the Agency FO process is more formal and includes evaluation plans with factors other than price, the Agency should use the SOR along with evaluation criteria to guide the selection. This could be fashioned after the SOW process described below but streamlined as much as possible. Furthermore, if the Agency discovers that, its needs are not satisfied by the use of existing CLINs alone or that a serving wire center must be added to accommodate and price service to the service delivery location, it must follow the SOW Process (See Section 2.2.5, *Execute SOW Process*).

2.2.2 Gather Evaluation Data

To make the FO evaluation and selection, the Agency should consider available information, including but not limited to,

- Contractors' web sites,
- Contract award evaluation data,
- Contract data,
- Output from Government order placement decision support tools,
- Output from contractor ordering-decision support tools,
- Other contractor-provided information (e.g., marketing materials, product specifications, etc.) and
- Post-award performance data (if available).

The contractors have been encouraged to keep the information they present to the Government current. Agencies must be able to rely on the systems and the data contained therein when making FO decisions.

Agencies may hold discussions, oral, written or a combination of the two, with all contractors that offer the services under consideration. It is critical that the evaluation team has a SME available at the interviews to ensure all service-related information is captured as necessary. After meeting with the contractor(s), the Agency should refine their evaluation, based on the additional information collected.

The Agency may also request proposals, either oral or written, from all contractors that offer the services. If necessary, the selection team could request clarifications from all offerors. The selection team will receive, read, and score the contractors' proposals, as they become available in accordance with the streamlined solicitation instructions. It is important that during this time, the selection team refer to the evaluation criteria to properly conduct the evaluation.

Alternatively, an Agency could use a model-based approach to evaluate all contractors based on information collected from the Networx award evaluation, pricing tools, other decision support tools or other contractor sources. GSA offers a pricing tool for the Networx contracts Link to the pricers are available on the [Networx](#) site. The [unit pricer](#) is available to everybody, but the [agency pricer](#) is a secure system and access is restricted to official users. Instructions for registration are available on the Networx website. When the selection team has gathered the necessary information, it should compile an updated evaluation.

2.2.3 Document FO Decision

Initial FO decisions for future project orders, bulk orders, multiple orders that are placed simultaneously, and orders resulting from a SOW need to be documented by the Agency CO. Agency COs may describe the basis for future exceptions to FO (See Section 2.2.4, *Exceptions to the Fair Opportunity Process*) to facilitate ordering by Designated Agency Representatives (DARs) when ordering additional services, in accordance with 41 USC §253j, who may not be warranted. The Agency CO's described exceptions must appear on all orders administrated by non-warranted DARs.

GSA requests that each Agency CO submit to GSA a FON letter as set forth in Appendix A, *Template for Fair Opportunity Notification Letter*. For submission guidelines, please see Section 2.3, *Submission of FON to GSA and Contractors*.

2.2.4 Exceptions to the Fair Opportunity Process

Orders may be issued with exception to the FO process whenever circumstances warrant the exercise of any exception as set forth in 41 USC §253j. The table below describes the possible exceptions and provides examples that an Agency may determine apply under these contracts.

Certain Agencies may have additional requirements for use of an exception to the FO process. Under those circumstances, the Agency or an Agency conducting the FO process on behalf of another Agency must meet the Agency's additional requirements.

Agencies will consider the following in conducting and documenting the FO order placement decision. These examples are provided for illustrative purposes:

Exception Provided for by 41 USC §253j	Examples that Qualify as Exceptions
Unusual urgency that would lead to unacceptable delays	<ul style="list-style-type: none"> • Natural disaster or other emergency • Military/mobilization • Immediate short-term need arising on short notice
Only one capable contractor	<ul style="list-style-type: none"> • Only one contractor offers service • Only one contractor offers service to locations needed • Only one contractor can demonstrate it is capable of providing service as required by user or to required locations
Economy, efficiency, and logical follow-on to an order already issued under Fair Consideration	<ul style="list-style-type: none"> • Orders associated with any moves, additions, changes, or similar needs • Incremental orders for same or new service to locations where service already exists or has been ordered • Orders placed to minimize inefficiencies or additional costs that would result from introducing multiple maintenance, operations, training, network management, or other support systems • Orders placed to augment or maintain engineering and operational integrity of established telecommunications capability
Need to satisfy Minimum Revenue Guarantees (MRGs)	<ul style="list-style-type: none"> • Self-explanatory

2.2.5 Execute SOW Process

It is expected that from time-to-time Agencies will require services that, are within the scope of the contract but,

- cannot be obtained by placing an order for established CLINs or
- Where additional value may be delivered by a particular application of existing CLINs.

In these cases, the Agency may employ a SOW process in conjunction with contract modification and FO order placement processes. The SOW will be performance-based to the greatest extent possible.

After issuance of a SOW, an Agency holds discussions with all contractors that offer the services. The Agency intends to place orders for these cases using the FO process

described above with the following modifications, which are extracted from Section G.4.5 of the Networx Request for Proposals (RFPs):

1. Written SOWs are always used. The SOW is reviewed by a GSA CO, who will issue an initial scope determination and notify the Agency. When it is determined that the SOW is within scope, the SOW is released by the GSA CO to the contractors.
2. Contractors that do not provide the requested proposal, including a description of their approach to meeting the Agency's requirements, within 30 business days or a different interval specified in the SOW, will not receive further consideration for placement of the order.
3. Once the Agency has made the order placement decision, the Agency will notify GSA of its selection decision. If necessary, a contract modification is negotiated prior to the placement of an order in accordance with Attachment J.4 of the Networx contracts.

Any changes to the SOW or expansion of the original requirement during the FO process will require an additional scope review by the GSA CO. There will be a final scope determination prior to the award and the contract modification.

2.3 Submission of FON to GSA and Contractors

Upon completion of the FO analysis and award of the FO to a Networx contractor, the Agency is required to provide a written notification to GSA. A sample of the FON is set forth in Appendix A, *Template for Fair Opportunity Notification Letter*.

The Agency must ensure that the letter has been fully executed and all required information (signified on the sample in [bracketed text]) has been provided. The FON should not disclose any financial or analysis data used to award the FO. Financial and analytical data should be retained by the Agency and only be provided when disclosure is required to support or resolve any question of award.

The Agency must submit a copy of the executed letter to GSA by e-mail to networx.support@gsa.gov, with a courtesy copy to the Agency's Technology Service Manager (TSM). A list of TSMs is available at <http://www.gsa.gov/tsms>.

This FON is only provided to GSA. GSA does not provide a copy of this FON to any Networx contractor. It is the responsibility of the Agency to notify the awarded Networx contractor. Although the FON requires that the Agency disclose the DAR Administrator (DARA) on the letter, this information is provided on the FON as a courtesy and does not override or replace the requirement for completing the appointment letter as set forth in Section 3, *Designated Agency Representative Administrator (DARA)*.

3 DESIGNATED AGENCY REPRESENTATIVE ADMINISTRATOR (DARA)

3.1 Description

A DAR Administrator (DARA) is an employee of a Government Agency (not a contractor) who compiles, tracks, disseminates, and maintains an up-to-date listing of all DARs and their ordering authority specific to their Agency. The DARA provides the listing (and any updates) to both the Network Services contractor and GSA.

The Agency appointing authority appoints DAR Administrator(s). Based upon an Agency's structure there may be more than one DAR Administrator. The Agency will identify the DAR Administrator(s) (and any subsequent changes to those designated as DAR Administrator(s)) to the Network Services contractor as well as to GSA. Agencies should pay special attention to requirements for DAR Administrators during continuity of operations (COOP) and consider appointing a DAR Administrator who is part of COOP staff.

3.2 Roles and Responsibilities

The DAR Administrator maintains a list of DARs authorized to place orders on Network Services contracts, the hierarchy code(s) or billing account code(s) against which they can order, type of service(s), dollar limit, and any other limits placed on their ordering authority. The DAR Administrator will specify to the Network Services contractor (in writing) the authority granted to each DAR and provide the contractor any changes to that authority. The DAR Administrator performs this administration through the DAR List and User Registration, in accordance with procedures outlined in the applicable Network Services contract. (For example, see the Networx Universal contract, Section C.3.5.1, *Direct Ordering*).

The DAR Administrator provides Agency Hierarchy Codes (AHC) or billing account codes for the Agency to their Network Services contractors.

DAR Administrators provide necessary instruction or training to DARs to ensure they (1) are fully aware of the Agency's requirements and the limitations placed upon their ordering authority and (2) understand the ordering procedures specific to the contracts for which DAR authority has been granted them.

3.3 Appointment

The DAR Administrator must be appointed in writing by the Agency appointing authority, in accordance with Agency regulations and policies. Appointments shall be in writing and the appointment letter for each DAR Administrator must be addressed to the selected Network Services contractor with a copy to the GSA Program Management Office (PMO). The appointment letter shall specify:

1. DAR Administrator's name, phone number and email address,
2. Same information for any alternate DAR Administrator(s),
3. Agency Hierarchy Codes or billing account codes for which the DAR Administrator is authorized to appoint DARs,

4. Agency and Bureau name for whom the DAR Administrator has authority, and
5. Network contractor to whom the Agency sent the appointment notification.

DAR Administrators may also be appointed to function as DARs. (See Appendix B, *Template for Appointment Letter for Designated Agency Representative Administrator*.)

3.4 Submission of DARA to GSA and Contractors

The Agency must ensure that the letter has been fully executed and all required information (signified on the sample in [bracketed text]) has been provided.

The Agency submits the executed letter to the Network Service Provider. The contact information can be obtained from the respective Network Service Provider's website (See Appendix B, *Template for Appointment Letter for Designated Agency Representative Administrator* for a complete list of provider websites). The Agency must provide GSA a copy to networkx.support@gsa.gov, with a courtesy copy to the Agency's GSA Technology Service Manager (TSM), a list of which is available at <http://www.gsa.gov/tsms>.

4 DESIGNATED AGENCY REPRESENTATIVE (DAR)

4.1 Description and Responsibilities

Agencies have authority to designate individuals who are authorized to place orders under Network Services contracts for their Agency, consistent with the FO decision made by the Agency Contracting Officer. The Network Services contracts refer to these individuals as Designated Agency Representatives (DARs).

The DAR is responsible for performing in accordance with the terms and conditions of the contract, with any rules, regulations, and conditions promulgated and enforced by their Agency, as well as with any limitations/authorities specified in the DAR appointment document.

4.2 Appointment

No single, specific classification series or grade level is required for this responsibility. It is left to the discretion of each Agency to appoint the DARs based upon that Agency's own requirements and the technical expertise deemed necessary to fulfill the Agency's needs. Agencies should pay special attention to requirements for DARs during continuity of operations (COOP) and consider appointing an appropriate number of DARs who are part of COOP staff.

However, all DARS should be appointed by an individual with commensurate authority in accordance with Agency regulations and policies (hereafter referred to as the Agency appointing authority). Appointments shall be in writing and the appointment letter for each DAR must be addressed to the selected Network Services contractor with a copy to the GSA Program Management Office (PMO). The appointment letter shall specify:

1. Agency's name,
2. Name of the DAR Administrator,

3. DARs' names, phone numbers and email addresses,
4. Network Services contracts under which each DAR is authorized to place orders,
5. Agency hierarchy codes or billing account codes for which each DAR is authorized to place orders and
6. Any restriction of the type, dollar value, geographic location or other limitations placed on the DAR by the Agency.

See Appendix C, *Template for Appointment Letter for Designated Agency Representative*.

4.3 Required Training

It is the responsibility of each Agency to ensure that each DAR has completed appropriate training, and has the necessary skills and technical expertise to carry out the duties assigned.

4.4 Submission of DAR to GSA and Contractors

The Agency must ensure that the letter has been fully executed and all required information (signified on the sample in [bracketed text]) has been provided.

The Agency submits the executed letter to the Network Service Provider. The contact information can be obtained from the respective Network Service Provider's website (see Appendix C, *Template for Appointment Letter for Designated Agency Representative* for a complete list of provider websites). The Agency must provide GSA a copy to ITCSC@gsa.gov, with a courtesy copy to the Agency's GSA Technology Service Manager (TSM), a list of which is available at <http://www.gsa.gov/tsms>.

Appendix A Template for Fair Opportunity Notification Letter

[PLACE ON AGENCY LETTERHEAD]

[Date]

Networkx Contracting Officer
General Services Administration
Washington, DC

Dear GSA Networkx Contracting Officer,

As the designated Contracting Officer for the [Agency Name], I would like to take this opportunity to advise you of our selection of [Networkx Contractor' Name] under Networkx contract [Networkx Contract Number] as our preferred provider for the following Networkx services:

[Identify the list of the services that were included in the Fair Opportunity assessment covered by this notification]

We have assigned [DAR Administrator's Name] to be the Designated Agency Representative (DAR) Administrator(s) for this selection, under our Agency Hierarchy Code(s) (AHCs) [Agency Hierarchy Code]. [DAR Administrator's Name] can be contacted by phone, [DAR Administrator's Phone Number], or email, [DAR Administrator's Email Address].

Please be advised that our decision was based upon our evaluation criteria as determined necessary for the fair opportunity assessment of all those Networkx vendors awarded contracts under the Networkx acquisition identified above. This decision has been properly documented and placed in our files accordingly.

Should you have any questions regarding this notification, please contact [Name of POC] by phone, [Phone Number], or email, [POC email address].

Sincerely,

Contracting Officer

cc: Agency TSM

Appendix B Template for Appointment Letter for Designated Agency Representative Administrator

[PLACE ON AGENCY LETTERHEAD]

[Date]

[Networkx Service Provider Contracting Officer Name]

Manager, Government Contracts

[Networkx Contractor]

[Networkx Contractor Address]

RE: Appointment of Networkx [Universal or Enterprise] Designated Agency Representative (DAR) Administrator

Dear [Networkx Service Provider CO Name]:

The purpose of this letter is to notify [Networkx Contractor] of the [new or change in] appointment of [DAR Administrator's Name] as our Agency's DAR Administrator. This delegation of authority shall not exceed the bounds of the authority stated in the contract.

[DAR Administrator's Name] is the only official with [Agency Name] signature authority to assign DARs as agents to place orders with your business office under the Networkx [Universal or Enterprise] contract and for the following AHCs or billing account codes [Agency Hierarchy Code]. You may contact the [DAR Administrator's Name] by phone, [DAR Administrator's Phone Number], or email, [DAR Administrator's Email Address]. This supersedes all previous signature authority notification.

[Identify any alternate DAR Administrator(s), if appointed, with same information as paragraph above. If no alternate, this paragraph can be excluded from this letter].

This letter fulfills [Agency Name] requirements in accordance with the GSA Networkx [Universal or Enterprise] contract, Sections C.3 and G (See Sections C.3.5.1.2.1.2, G.1.1.1.1 and G.1.1.1.2 of the Networkx contract for examples). Please be reminded that [Networkx Contractor's Name] is not to accept telecommunications service orders, changes to service orders, or any other service requests by [Agency Name] personnel except as authorized by the DAR Administrator appointed herein. Should you have any questions, please contact [Name of POC] by phone, [Phone Number], or email, [POC email address].

Sincerely,

Agency Appointing Authority

cc: GSA PMO
 GSA TSM

Appendix C Template for Appointment Letter for Designated Agency Representative

[PLACE ON AGENCY LETTERHEAD]

[Date]

[Networkx Service Provider Contracting Officer Name]

Manager, Government Contracts

[Networkx Contractor]

[Networkx Contractor Address]

RE: Appointment of Networkx [Universal or Enterprise] Designated Agency Representative (DAR) Notification

Dear [Networkx CO Name]:

The purpose of this letter is to notify [Networkx Contractor] of the [new or change in] appointment of [DAR Name or refer to enclosed list] as our Agency's DAR personnel. This delegation of authority shall not exceed the bounds of the authority stated in the contract.

[DAR Administrator's Name] is the only official with [Agency Name] signature authority to assign DARs as agents to place orders with your business office under the Networkx [Universal or Enterprise] contract. This supersedes all previous signature authority notification. [If attaching a list, if not, remove the following sentence]: The enclosed list of authorized DARs has been refreshed and supersedes all previous lists submitted on behalf of [Agency Name].

This letter fulfills [Agency Name] requirements in accordance with the GSA Networkx [Universal or Enterprise] contract, Sections C.3 and G (See Sections C.3.5.1.2.1.2, G.1.1.1.1 and G.1.1.1.2 of the Networkx contract for examples). Please be reminded that [Networkx Contractor' Name] is not to accept telecommunications service orders, changes to service orders, or any other service requests by [Agency Name] personnel except as authorized herein. Should you have any questions, please contact [Name of POC] by phone, [Phone Number], or email, [POC email address].

Sincerely,

Agency DAR Administrator

cc: GSA PMO
 GSA TSM

DAR Listing Appointment Template (for appointing multiple DARs in one letter)
[DAR Appointment Template](#)

Appendix D Networx Contractor Points of Contact

AT&T Corp:

http://www.corp.att.com/gov/networx/att_poc2.html

MCI Communications Services, Inc. doing business as Verizon Business Services (Universal):

http://www.verizonbusiness.com/solutions/public_sector/federal/contracts/networx/universal/contact_us/

MCI Communications Services, Inc. doing business as Verizon Business Services (Enterprise):

http://www.verizonbusiness.com/solutions/public_sector/federal/contracts/networx/enterprise/contact_us/

Qwest Government Services, Inc. doing business as Century Link QGS:

<http://www.qwest.com/networx/contactus/>

Sprint Corp:

<https://networx.sprint.com/content/poc/Networx%20POC.xls>

Level 3 Communications Inc.:

<http://www.level3.com/en/solutions/industry/us-government/contract-vehicles/networx-enterprise/>

Appendix E Acronyms

Acronym	Meaning
AHC	Agency Hierarchy Code
CLIN	Contract Line Item Number
CO	Contracting Officer
COOP	Continuity of Operation
DAR	Designated Agency Representative
DARA	Designated Agency Representative Administrator
FAR	Federal Acquisition Regulation
FAS	Federal Acquisition Service
FO	Fair Opportunity
FON	Fair Opportunity Notification
GSA	General Services Administration
IP	Internet Protocol
IT	Information Technology
MRG	Minimum Revenue Guarantee
OSS	Operational Support System
PMO	Program Management Office
RFI	Request for Information
RFP	Request for Proposal
SME	Subject Matter Expert
SOR	Statement of Requirements
SOW	Statement of Work
TSM	Technology Service Manager
USC	United States Code